

## 2017-2018 UWSP SGA

### Communications & Public Relations Request Form

*We actively promote student understanding of, and participation in the Student Government Association. It is our job to inform campus and local media concerning the SGA events, news, decisions and policies.*

#### Basics

Today's Date: \_\_\_\_\_

Your name: \_\_\_\_\_ Your email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date/Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Committee? \_\_\_\_\_

Any other organizations involved? Which ones?

Names of SGA members/committees involved?

Is this event covered by Segregated Fees?      Yes      No

Is this an SGA sponsored event?      Yes      No

Send all information to Comm/PR Director Griffith at [Tegan.Griffith@uwsp.edu](mailto:Tegan.Griffith@uwsp.edu)

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#### What do you want to share and where?

Facebook:                      Live                      Event Creation                      Share                      Photo

Instagram:                      Video (1min max)                      Photo(s)

Twitter:                      Periscope                      Tweet (Less than 140 characters)                      Photo                      Link

Newsletter:                      Photo                      Column Submission

90FM Mention (Every other Thursday @ 6:30 p.m.)

The Pointer:                      Ad                      Coverage Request

#### OTHER:

##### Checklist:

|   |     |    |
|---|-----|----|
| Do you have graphics prepared to be shared?                   | Yes | No |
| Have you emailed them to Comm/PR Director?                    | Yes | No |
| Have you emailed your Newsletter article to Comm/PR Director? | Yes | No |
| Have you submitted text for your Facebook event?              | Yes | No |

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